

LICENSE CLASS CHANGE APPLICATION

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CHECK APPLICABLE BOX <input type="checkbox"/> Motor Vehicle Dealer (2580) <input type="checkbox"/> Powersports Dealer (2618)					
Dealer's Licensed Name		State Sales Tax Number		Dealer Number	
Business Phone Number					
Current Licensed Address			City	State	ZIP
1. I hereby request a change of license class From: <input type="checkbox"/> new <input type="checkbox"/> used <input type="checkbox"/> wholesale <input type="checkbox"/> auction To: <input type="checkbox"/> new *attach a copy of your franchise letter(s). <input type="checkbox"/> used <input type="checkbox"/> wholesale <input type="checkbox"/> auction				2. Desired date of change	
3a. Will the licensed location also change? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate new location below and answer b and c.					
Street		City	County	State	ZIP
					Business Phone Number ()
3b. Is the mailing address different for the new location? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate mailing address					
Street		City	State	ZIP	
3c. Is the new location owned/leased by the licensed entity. <input type="checkbox"/> owned <input type="checkbox"/> leased					
If leased, from whom (name and address)					Lease expires
4. ALL OWNERS					
Full Name	Date of Birth	Home Address (Street, City, State, ZIP)		Social Security #	Home Phone
					% Owned
NEW/USED/AUCTION DEALERS: Complete this section					
5. I certify that the place of business listed above meets or will meet all the following requirements under Dealer Law and Regulation as of the date of licensing. (A box for each numbered requirement must be checked or the application will be rejected or delayed.)					
1. <input type="checkbox"/> Permanent enclosed office large enough to accommodate dealer's office			8. <input type="checkbox"/> Used exclusively for dealer business		
2. <input type="checkbox"/> Books & records stored safely and available for inspection at this location			9. <input type="checkbox"/> Property owned or <input type="checkbox"/> leased		
3. <input type="checkbox"/> Electrical service			10. <input type="checkbox"/> Permanent sign in place or <input type="checkbox"/> temporary sign in place with permanent sign ordered		
4. <input type="checkbox"/> Adequate sanitary facilities (restrooms)			11. <input type="checkbox"/> Sign displays licensed name (DBA)		
5. <input type="checkbox"/> Space to display one or more vehicles			12. <input type="checkbox"/> Sign's letters are at least 6 inches high		
6. <input type="checkbox"/> Hours of operation posted and open at least 3 days per week for a continuous four hours per day between 8 a.m. and 9 p.m. Please indicate days and hours of operation _____			13. <input type="checkbox"/> Sign is visible to the major avenue of traffic		
7. <input type="checkbox"/> Complies with local zoning requirements.			14. <input type="checkbox"/> Location photos attached: Four photos are required showing a full view of the lot and sign from across the street (at least 100 feet displaying the entire building and lot). One close-up photo of the office building and sign. A photo of the rest room and one photo of the inside of the office.		
6. In the past 10 Years has the applicant, any partner, any LLC member or manager, or any corporate stockholder, director or officer of said applicant ever been arrested, charged with, convicted of or plead no contest to any felony or misdemeanor/crime, excluding traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give full details on a separate sheet including crime, type (felony or misdemeanor), date, place of conviction, sentence received, etc.					
7. Has the applicant, any partner, LLC member or manager, corporate stockholder, director or officer of said applicant ever: a. Had a motor vehicle dealer or salesperson's license application or license subjected to denial, or disciplinary action? <input type="checkbox"/> Yes <input type="checkbox"/> No b. Had any other type of occupational license application or license (excluding driver's license) subjected to denial, or disciplinary action? <input type="checkbox"/> Yes <input type="checkbox"/> No c. Filed or been declared bankrupt? <input type="checkbox"/> Yes <input type="checkbox"/> No Any "yes" answer above must be explained fully in a separate letter signed and dated by applicant.					
8. Does the applicant, any partner, LLC member or manager, or corporate stockholder, director or officer have a financial interest in any motor vehicle dealer's license in this or any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide dealer name, number and state.					
<i>I have read the foregoing application and I know the contents thereof. All matters and things therein set forth are true under penalty of perjury in the second degree. I agree to conform to all rules and regulations promulgated by the Motor Vehicle Dealer Board. I do hereby appoint the Executive Secretary of the Motor Vehicle Dealer Board as my true and lawful agent for the service of process in any action which may be hereafter commenced against me on any claim for damages alleged to have been suffered by any person by reason of the violation of any of the terms and provisions of Motor Vehicle Dealer Law. I hereby authorize the release to Board agents of any and all records pertaining to my employment and criminal background.</i>					
Signature				Title	
Printed Name				Date	
For Official Use Only	CCIC Date	Board Action	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date Issued	Fee Required
		Date			\$. 00

LICENSE CLASS CHANGE APPLICATION INSTRUCTIONS

Failure to submit a complete packet will result in the rejection of your application.

The following checklist is being provided to ensure your application is not missing any information. We strongly recommend that you use this document to aid you in completing the application packet. Should you need additional forms or need to verify the correct fee you may download all forms from our web site: www.revenue.state.co.us/dlr/home.asp.

☐ **Application:** DR 2658 - License Class Change Application. Fill out all requested information provided including all boxes marked "yes" or "no". **All "yes" answers require an explanation.** Application must be signed by owner, corporate officer or LLC member.

☐ **Financial Statement** - A financial statement is required for each owner or member. If the dealership is a corporation or LLC, a financial statement is also required. All financial statements must be completed on the DR 2114. No other financial statement forms will be acceptable. Please do not mix your personal assets and liabilities with the corporation or LLC. The corporation or LLC must have its own assets\liabilities.

- When listing "cash in banks" copies of **bank statements** verifying the dollar amount that is entered on the form **must be provided**.
- When listing "marketable securities" **a copy of a recent statement** verifying the dollar amount that is entered on the form **must be provided**.
- When listing "real estate" give the **complete address** of the property and **proof of ownership**, such as the property tax statement, **must be provided**.
- When listing "motor vehicles" **a copy of the title or registration** that appears in the names of the applicants **must be provided**.

☐ **Franchise Letter** - If changing to a franchised dealer please ensure that the manufacturer is licensed to do business in Colorado. You may ask them for a copy of their license or contact our office. If the manufacturer is licensed you will need to obtain a letter from them stating that you are authorized to sell their product line.

☐ **License Fee** - Check should be made payable to the Department of Revenue.

ADDITIONAL INFORMATION

The Dealer Board requires a net worth of at least **\$50,000**.

AID will obtain a credit bureau report from Experian. This report is an indicator of the licensee's financial fitness. The Dealer Board requires a **score of at least 600 for each applicant**. It is suggested that if you are not sure

of your score that you contact Experian to run your own credit report.

AID will obtain a background check. If any of the owners, stockholders or members have ever been arrested, charged with, convicted of, or pled no contest to any felony or misdemeanor crime in the past ten years, excluding traffic violations, full details **must** be provided including type of crime, date, place of conviction, sentence received, etc., Supporting documents **must** be included with the application.

To secure the court documents, the applicant should follow these steps:

- 1) Identify the county where the charges were filed; i.e. if the arresting agency was Lakewood P.D. then the court would be Jefferson County. Do not expect to get Jefferson County records from Arapahoe County.
- 2) Request records in person and expect a fee to be charged.
- 3) Records are kept with each court's clerk; i.e. District Court Clerk vs County Court Clerk. The licensee may have to contact more than one clerk's office to obtain all of the records.
- 4) Complete the record request card (slip) at the clerk's counter. The clerk will locate the court file and the licensee must locate the court's findings from within the file. Some courts may provide a computer printout.
- 5) Be prepared to make photocopies of the documents and have change for the copier.

Denial is mandated by statute when an applicant for a license has been convicted of or pled no contest to any of the following offenses in Colorado or any other jurisdiction during the past ten years: **1)** A felony in violation of Article 3, 4, or 5 of Title 18 C.R.S. or any similar crime in another jurisdiction. **2)** Any crime involving odometer, salvage, motor vehicle title fraud or the defrauding of a retail consumer in a motor vehicle sale or lease transaction.

Title 18 Article 3 covers crimes against persons such as murder, assault, kidnapping, sexual assault, custody violation, menacing weapon, vehicular homicide, manslaughter, criminal extortion and enticing a child.

Article 4 covers crimes against property including arson, theft, burglary, robbery, criminal mischief over \$500, criminal trespass in the 1st degree and unlawful transfer for sale (copyright infringement).

Fraud is covered by Article 5 including forgery, criminal possession of a forged instrument or forging instrument, criminal impersonation, fraud by check (over \$500), commercial bribery, bribery in sports and equity skimming.